

5. Entering Evidence into the OnlinePQA

The ECS utilizes the PQA throughout the year to assess local classroom structure, processes, and outcomes to document program effectiveness; and to provide information for program improvement and accountability.

Many ECSs record optional “baseline” PQAs into OnlinePQA; required reporting into OnlinePQA occurs during the spring. The ECC is responsible to ensure that each PQA form is appropriately coded as per the status of the ECS. Accuracy is important, as only *end-of-year* data from *reliable assessors* is used for the annual state-wide GSRP evaluation.

- The ECS codes the *Rater Type* as “observer.”
- Optional fall-completed *Assessment Type* is coded as “baseline.”
- Reliable assessors will code the required spring-completed *Assessment Type* as “end-of-year” and those without reliable assessor status must continue to code *Assessment Type* as “baseline.”

Reliable Assessor

Only an ECS who is a certified PQA reliable assessor completes the observations, interviews and scoring of the OnlinePQA for the MDE. The ECC is responsible to ensure that each ECS participates in the PQA recertification process annually to maintain status as a reliable assessor.

Form B

One PQA Form B (Agency Items) is completed per subrecipient. Form B is completed by reviewing children’s files and other documentation as well as through interviews that may include administrators, teachers, and parents. Form B includes assessment of parent involvement and family services, staff qualifications and professional development, and program management. Form B is completed between November 15 and January 15, with data due into the OnlinePQA by January 31. The ECC is responsible to monitor that only one end-of-year Form B is reported in the OnlinePQA per subrecipient, and that it is entered at the first subrecipient site appearing in the OnlinePQA hierarchy.

Form A

The ECS observes each unique teaching team using PQA Form A (Classroom Items) as a tool to document evidence of practice in the areas of the classroom environment, daily routine, adult/child interactions, and curriculum planning and assessment. A full PQA, Form A is completed to set a baseline for new teaching teams. The final Form A is completed between March 15 and May 15, with data due into the OnlinePQA by May 31. Each PQA item requires evidence and data except item III-E, Support for non-English speakers, which is completed as appropriate. The ECC is responsible to monitor that one end-of-year Form A is reported in the OnlinePQA per unique teaching team, and that it is entered at the classroom level in the OnlinePQA hierarchy.

Adapted from two sections of the *GSRP Implementation Manual*: Early Childhood Specialist and Program Evaluation.